

# **Library of Rhode Island Standards and Regulations**

## **DRAFT**

### **1.00 Authority and Purpose**

#### **1.01 Authority**

- 1.01.1 Pursuant to section 29-6-9 of the Rhode Island General Laws, establishing the Rhode Island Library network, in order to provide each individual in Rhode Island with equal opportunity of access to resources that will satisfy their and society's information needs and interests, the Office of Library and Information Services is hereby authorized to establish a Rhode Island Library network, hereafter referred to as the Library of Rhode Island network (LORI), to be administered by the Office of Library and Information Services for the purpose of maintaining, promoting, and developing a program of statewide resource sharing and interlibrary cooperation.
- 1.01.2 Pursuant to section 29-3.1-4.1(b)(3) and 29-3.1-4(b)(7)(ii) of the Rhode Island General Laws, the Library Board of Rhode Island is authorized to approve, adopt and require enforcement of standards and regulations for public library development and other purposes.
- 1.01.3 The Library Board of Rhode will review the Library of Rhode Island Standards and Regulations five years after they are filed. At that time the Library Board of Rhode Island will determine the need for revision of the existing Standards or the need for new Standards.

#### **1.02 Purpose**

- 1.02.1 Based on the above authority the Library Board of Rhode Island last adopted LORI Standards in 2003.
- 1.02.2 The Library Board of Rhode Island and Chief of Library Services now propose to develop a new set of LORI Standards that is consistent with current practices and national standards for resource sharing.
- 1.02.3 To become and remain a member of LORI, a library must meet all of the Library of Rhode Island Standards and Regulations.
- 1.02.4 Rhode Island libraries must be members of the LORI in good standing in order to be eligible for OLIS-LORI Delivery and other resource sharing services supported by OLIS.

## 2.00 Definitions

- 2.01 **“Business days”** are days on which the library is open for service, excluding Saturdays, Sundays or holidays.
- 2.02 **“Clientele”** are patrons registered with a particular library and have all privileges associated with such registration.
- 2.03 **“Interlibrary loan”** is a service whereby a patron of one LORI library can borrow materials or receive copies of documents that are owned by another LORI library.
- 2.04 The **“Library of Rhode Island (LORI)”** is a multi-type statewide library network administered by the Office of Library and Information Services to foster and facilitate collaboration among member libraries.
- 2.05 The **“loan period”** is the circulation period for loaned materials, inclusive of delivery time.
- 2.06 **“Requesting library”** is that library which originates an interlibrary loan request.
- 2.06 **“Supplying library”** is the owner of materials supplied to the requesting library.

## 3.00 Library of Rhode Island (LORI) Standards and Regulations

- 3.01 The library operates according to relevant federal, state and local laws.
- 3.02 The library has qualified paid staff to manage the collection and provide access to it, with a minimum of one professional librarian who holds a master's degree in library and information science from a graduate school accredited by the American Library Association.
- 3.03 The library has written policy or policies which are approved by the library's governing body and address library to library relationships in the following areas:
  - 3.03.1 An interlibrary loan policy that complies with the LORI Interlibrary Loan Code and adheres to that code consistently and without discrimination and which provides justification for what materials will not be loaned to those outside of the library's clientele. This policy cannot be in conflict with the LORI Interlibrary Loan Code.
  - 3.03.2 A service policy which defines the library's clientele and their access to the library's collections and services.
  - 3.03.3 To satisfy policy requirements a library may refer to its consortium's policy or policies as long as those policies comply with the LORI Interlibrary Loan Code.

- 3.03.4 The library will make these policies publicly available online.
- 3.04 The library has consistent hours of service.
- 3.05 The library has a public web presence on which it posts its contact information, hours of service, and its interlibrary loan and service policies.
- 3.06 The library has its bibliographic holdings online in a standard library format.
- 3.07 The library will not charge usage fees to other LORI libraries for reference services and the loan of library materials.
- 3.08 Personnel responsible for interlibrary loan in each library will be familiar with LORI Standards and relevant interlibrary loan codes, policies and procedures.
- 3.09 Each LORI library director will designate paid staff member(s) to serve in the following roles: LORI Liaison, Interlibrary Loan Contact and Delivery Contact. A single qualified staff member may be assigned more than one role.
- 3.09.1 The LORI Liaison's responsibilities are to:
- serve as the primary resource sharing contact between the library and OLIS;
  - oversee all LORI operations in the library;
  - inform OLIS of any library operations that may affect or interrupt interlibrary loan or delivery services;
  - inform OLIS of personnel changes in the positions of LORI Liaison, Interlibrary Loan Contact and Delivery Contact;
  - keep apprised of information distributed by OLIS through the LORI website and email, and communicate such information to appropriate library staff;
  - report annually to OLIS the statistical information requested in LORI Certification; and
  - ensure that an accurate and timely OLIS-LORI Delivery Items Count is carried out by the library at the request of OLIS and more often as required.
- 3.09.2 The Interlibrary Loan Contact's responsibilities are to:
- ensure that all resource sharing activities are completed in a timely manner;
  - communicate with other LORI libraries in matters relevant to resource sharing; and
  - follow all local and LORI Interlibrary Loan procedures and the LORI Interlibrary Loan Code.
- 3.09.3 The Delivery Contact's responsibilities are to:
- conduct OLIS-LORI Delivery Item Counts when scheduled by OLIS;

- ensure that the library follows all OLIS procedures for the preparation of materials for delivery and use of OLIS-LORI Delivery bins; and
- report instances of damage or vendor-related incidents.

3.10 LORI Libraries will complete an LORI Certification every year as administered by OLIS.

#### **4.00 Failure to Comply with LORI Standards and Regulations**

4.01 Failure to comply with LORI Standards at any time may result in suspension or termination of OLIS-LORI Delivery Services and suspension or termination of access to resource sharing services provided by OLIS.

4.02 Any LORI library's perceived failure to comply with these Standards may be brought to the attention of the Chief of Library Services.

4.03 No LORI library may suspend requesting privileges to another LORI library it considers to be in violation of the LORI Interlibrary Loan Code or LORI Standards without consulting OLIS.

4.04 If it is determined that a library is not in compliance with any of the LORI Standards, the Chief of Library Services will investigate and render a written decision within six weeks of that determination.

4.05 The library may appeal the decision of the Chief of Library Services to the Library Board of Rhode Island by sending a letter of appeal to the Chair of the Library Board of Rhode Island with a copy to the Chief of Library Services. The letter must be sent within four weeks of the decision.

4.06 The appeal will be heard by the Library Board of Rhode Island at its regular meeting or within six weeks of the appeal whichever comes first.

4.07 Written response to the appeal will be sent to the library within two weeks of the appeal hearing.

#### **5.00 Effective Date**

5.01 These rules take effect twenty (20) days after they are filed with the Office of the Secretary of State per the Administrative Procedures Act § 42-35-4.

5.02 Once the rules take effect, they supersede any other rules that prescribe LORI Standards for Rhode Island libraries.